



Uncollected Child Policy

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Date of next review	September 2025	Reason for review	Annual Review

Audience

This policy is for all children at Hampton Pre-Prep & Prep School (the School); therefore, it includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

Policy Statement

If a parent or authorised adult fails to collect a child at the appointed time, the School still has a duty of care towards the child and will follow the procedure outlined below.

Procedure

If a parent fails to collect a child at the appointed time the following will apply:

1. A child who is not collected should remain with his/her Class Teacher (Pre-Prep) / Form Tutor (Prep) for fifteen minutes.
2. A message should be sent to the School Office, who will attempt to contact parents/carers, or any other adult normally authorised to collect the child.
3. The child will then be taken to 'Late Stay' for safe-keeping and will remain there until s/he is collected. 'Late Stay' operates every day from 3.30 – 5.30pm.
4. After all reasonable attempts to contact parents/carers have been made, between 5.30 and 6.00pm, the School will make contact with the local authority Single Point of Access (SPA) who will alert the police and social care.

Prep pupils will remain at the Prep site but for safe-keeping will attend Supervised Prep, and the same procedure (Point 4 above) will be followed.

In the case of Kindergarten pupils, who normally leave the premises at midday, the School will make all reasonable attempts to contact parents/carers. However, after half an hour, at 12.30, the School will contact the local authority SPA who will alert the police and social care.

Pupils **must not** be released into the care of another parent unless direct permission is granted by the parents/carers to the teacher on duty or through a message from the School Office. Staff must not take the child to the child's home or to another house, nor transport them in the member of staff's own car unless written permission has been given by parents/carers.

Parents have been requested to inform the School immediately that changes have been made to the persons responsible for picking up pupils from School. The School regularly impresses upon parents how vitally important it is that all contact information for parents and other nominated carers is kept up to date on each pupil's file.

Parents are expected to inform Class Teachers /Form Tutor and the School Office if collection arrangements are changed or if pupils are going home by bus, bicycle or walking. Only pupils in Year 6 and Year 5 (from Summer Term onwards) are permitted to walk home unaccompanied and only when all the required protocols have been fulfilled.

It is, therefore, vitally important that any changes notified to members of staff are documented immediately and disseminated.

In the event that a parent / carer is deemed unfit to take charge of a child due to alcohol or substance abuse, or for any other reason, then the School would similarly, make contact with either the police, or the local authority social care for children via the local authority SPA. The decision is made by the Headmaster at Prep, the Head of Pre-Prep or onsite deputies at the relevant time.

External Agencies, Services and Professionals' Contact Details

In an emergency	If you think a child is in immediate danger	999
Single Point of Access Richmond and Kingston (SPA) <i>(Achieving for Children)</i>		Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours spa@richmond.gov.uk
Local Authority Designated Officer (LADO)	Guildhall 2 High Street Kingston upon Thames KT1 1EU	020 8891 7370; 07774 332675 LADO@achievingforchildren.org.uk
Police Child Abuse Investigation Team (CAIT)	Feltham Police Station, 34 Hanworth Road, Feltham, TW13 5BZ	020 8247 6331
Richmond Safeguarding Children Partnership	Ground Floor 44 York Street Twickenham TW1 3BZ	0783 4386459 lscb-support@kingrichlscb.org.uk
Kingston Safeguarding Children Partnership	Room 54 Main Guildhall High Street Kingston upon Thames	07834 386459 lscb-support@kingrichlscb.org.uk
Kingston and Richmond Safeguarding Children Partnership (KRSCP)	44 York Street Twickenham TW1 3BZ	T: 07834 386459 E: Klscb-support@kingrichlscb.org.uk Safeguarding : Kingston E: kingstoncluster-safeguarding@achievingforchildren.org.uk Mobile : 07876 578076 Duty: T: 020 8547 6611 Safeguarding: Richmond E: richmondcluster-safeguarding@achievingforchildren.org.uk Mobile: 07935 014637 Duty: T: 020 8891 7380
Initial Response Teams' Contact Details of Children's Services (Social Care) covering the catchment area of our pupils		
Surrey	0300 470 9100 (out of hours 01483 517898)	
Surrey North East	0300 123 1610 (Elmbridge, Epsom, Spelthorne)	
Surrey North West	0300 123 1630 (Woking)	
Surrey West	0300 123 1640 (Guildford)	
Windsor and Maidenhead	01628 683150	
Hounslow	020 8583 6600	
Ealing	020 8825 8000	
Hammersmith and Fulham	0208 753 6600	
Merton	020 8545 4226 (out of hours 0208 770 5000)	
Wandsworth	020 8871 6622 (out of hours 0208 871 6000)	